



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

Application Date

Application Number

8

1. Agency Address

Department of Education
State Schools Division
12 Mitchell Street
Atlanta, GA 30334

FOR RECORDS MANAGEMENT USE

Application Number

77-163

Date Received

JUN 30 1977

Date Completed

JUL - 6 1977

2. Person to Contact

George Mulling

Working Title

Division Director

Telephone Number

656-2540

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate. -0-
b. ☐ Dispose of present accumulation; no further accumulation anticipated. -0-
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest

Latest

Varies

To date

5. Records Series Title (followed by title used in office; if different)

School Food Service Program Files

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The State School Services Division co-ordinates and supervises the administration of the state operated schools. The schools include: 1. North Georgia Vocational and Technical School; 2. South Georgia Vocational Technical School; 3. Georgia School for the Deaf (Cave Springs); 4. Alto Evaluation and Education Center; 5. Georgia Academy for the Blind; and 6. Atlanta Area School for the Deaf.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to:

See Attached

Included are:

File is arranged:

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;
twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| X | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| X | | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? School Food Service Unit at the state level |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| X | | j. Does the record series result in a computer printout? School Food Service Monthly Reports |

11. Retention Requirements

The following requires the series to be kept:

| | | | | | |
|--------------------------|-----|--------|-----------------------------------|-------|--------|
| a. State Law | -0- | years. | d. Audit period | -3- | years. |
| b. Statute of limitation | -0- | years. | e. Administrative need | -5- | years. |
| c. Federal law | -0- | years. | f. Federal retention instructions | -3-5- | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

7 CFR 215.7, 215.11, 215.12, 250.6, 250.8, 250.14, 250.15, 251.9, 220.7, 220.24, 220.25, 240.7, 245.7, 220.16, 220.23-.25, 225.15, 225.17 and 225.18.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

If outside the Atlanta Area: Transfer to local holding area; hold for 3 years; then destroy.

If in the Atlanta Area: Transfer to state records center; hold for 3 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

| | | | |
|--|-----------------------------|--|---------------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>[Signature]</i> | JUN 14 1977 | <i>[Signature]</i> | June 13, 1977 |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | State Auditor/Designee | State Records Committee (Signature) | Date |
| | Secretary of State/Designee | <i>[Signature]</i> | 2-5-77 |
| | Attorney General/Designee | <i>[Signature]</i> | 7-1-77 |
| | | <i>[Signature]</i> | 7-5-77 |

Attachment

#7

School Food Service Program Files

Documents relating to the ongoing administration of the school food service programs at the Atlanta Area School for the Deaf, Georgia Academy for the Blind, and the Georgia School for the Deaf. Included in the programs are the School Lunch Program, Commodities Distribution Program, School Breakfast Program, and the Supplemental Milk Program.

Included are:

Part A: School Food Service Program Application

1. DE Form 0122, School Food Service Application.
2. DE Form 0123, School Food Service Agreement.
3. DE Form 0125, Schedule A.

Part B: School Food Price Policy Files.

1. Price Policy Statement for free and reduced price for meals and milk.
2. Approval of policy.
3. Letter for parents.
4. Application forms for free and reduced meals and milk.
5. Related correspondence.

Part C: Administrative Review

1. DE Form 0284, Administrative Review Report.
2. Civil Rights Compliance Review.
3. Related Correspondence.

Part D: Menu Planning Guides

1. DE Form 0821, The Yellow Book-Secondary.
2. DE Form 0499, Breakfast Planning Guide.
3. DE Form 0121, The Yellow Book-Elementary.

Part E: Depreciable Equipment

1. DE Form 0804, Total Depreciable Equipment Value Report.
2. GA-SFS-4C, School Food Service Equipment Inventory.
3. Related Correspondence.

Part F: Non-Food Assistance

1. DE Form 0459, Non-Food Assistance Application and Program Agreement.
2. Equipment Bids.
3. Inventory Cards.
4. Invoices.
5. Related Correspondence.

Attachment Continued

Part G: Commodities Distribution

1. DE Form 0067, Notice of Allocation and Sub-Distributing Agency's Report.
2. Recipient Agency's Receipt Form.

Part H: School Lunch Monthly Reports

1. DE Form 0112, Breakfast Menu Reports.
2. DE Form 0111, Menu Report.
3. DE Form 0114, Purchase Journal.
4. DE Form 0113, Daily Cash Journal.
5. DE Form 0115, Purchased Food Inventory.
6. DE Form 0116, USDA Donated Foods Inventory.
7. DE Form 0107, System Reimbursement Claim and Requisition.
8. DE Form 0118, Number of Lunches Served Daily Record.
9. DE Form 0119, Payroll Records.
10. DE Form 0120, Foods Used for Other Food Service Record.
11. DE Form 0110, Purchase Report.
12. DE Form 0117, Monthly Bank Reconciliation.
13. Time Sheets.
14. Computer Printout Reports from the State School Food Service Unit.

File is arranged by part, thereunder by month of report.